

Memorandum

TO: Engineering Curriculum Committee
FROM: Karen Marais
DATE: April 28, 2019
RE: Agenda for Meeting #17– Monday, April 29, 2019 in ARMS 3041 at 12:30pm

1. Call to order
2. ECC meeting #17 agenda review and approval.
3. Meeting minutes (ECC #16 04/22/2019) review and approval.
4. Consideration by the ECC for Fast-Track approval on behalf of the faculty the following EFD:
 - EFD 18-20 ENGR 19500 First-Year Engineering Projects – change in course credits
5. Consideration by the ECC for Fast-Track approval on behalf of the faculty the following EFD:
 - EFD 19-20 IDE 36000 Multidisciplinary Engineering Statistics – change in requisites
6. Consideration by the ECC for approval to distribute to the faculty the following EFD
 - EFD 12-20 CEM Plan of Study Fall 2020
7. Consideration by the ECC for approval to distribute to the faculty the following EFD:
 - EFD 20-20 ENE IDES program update
 - EFD 17-20 ENE MDE program update
8. Old Business
 - EFD 10-20 NE – online deliver of MS program
9. New business
10. Adjournment

Engineering Curriculum Committee

Minutes of Meeting #16

April 22, 2019

Present: Marais, Midkiff, Kvam, Cherkauer, Nies, Weidner, Krousgrill, Liu, Bean, Groll

Recorder:

Ortiz

1. Meeting was called to order at 12:32 pm in ARMS 3001.
2. Motion to approve the agenda for meeting #16 was made by Weidner and seconded by Krousgrill and approved by consent.
3. Motion to approve the minutes from meeting #15 (04/15/2018) was made by Kvam and seconded by Weidner. Motion passed unanimously with no abstentions.
4. A motion was made by Kvam and seconded by Midkiff to approve the following EFD on behalf of the faculty:
 - a. 54-18 MSE 58600 Experimental Characterization of Advanced Composite Materials
Motion passed unanimously.
5. A motion was made by and Bean seconded by Midkiff to approve the following EFD for distribution to the faculty:
 - a. EFD 10-20 NE – online deliver of MS program
Discussion led by Bean. Motion to table made by Weidner and seconded by Cherkauer..
6. Old Business
 - a. A motion to remove from the table the following EFD was made by Weidner and seconded by Kvam:
 - i. EFD 50-18 CEM 42501 and Capstone I and Capstone II – new undergraduate courses
Discussion led by Weidner. Motion to approve for distribution to the faculty passed unanimously.
7. New Business
 - a. BQRC certificate approved in Curriculog for ABE.
8. Motion to adjourn was made by Kvam and seconded by Midkiff. The meeting adjourned at 12:57pm.

EFD Requirements

Undergraduate & Graduate

- a) New Courses
 - i) EFD (see page 2)
 - (1) Course Name
 - (2) Course Number
 - (3) Attributes
 - (4) Course description
 - (5) Rationale
 - ii) Supplementary Information
 - (1) Syllabus
 - (2) Number of times the course has been taught
 - (3) Prior course enrollments
- b) Course Revision
 - i) EFD (See page 2)
 - (1) Course Name
 - (2) Course Number
 - (3) Attributes
 - (4) Change From
 - (5) Change To
 - (6) Rationale
 - ii) Supplementary Information
 - (1) Syllabus – if course content is changing
- c) Course Deletion
 - i) EFD (See page 2)
 - (1) Course Name
 - (2) Course Number
 - (3) Attributes
 - (4) Rationale

Suggestions:

- Make sure it is clear in the EFD what changes you are requesting
- Be sure to proof-read your course descriptions as these will end up verbatim in the course catalog
- Please try to turn in your EFDs on Tuesdays to get them going in the process as efficiently as possible



Sample EFD

Engineering Faculty Document 39-15
March 9, 2015
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To: The Engineering Faculty
From: School of Electrical and Computer Engineering
Re: ECE 56764

The School of Electrical and Computer Engineering has approved the following change to an ECE graduate courses. This action is now submitted to the Engineering Faculty with a recommendation for approval

ECE 56764 Specifics about Electric Computers

Semesters offered: Fall, Spring Summer
Non-repeatable
Credit 3
Pre/Co-requisites: None

Changes

The course is adding a pre-requisite of ECE 56763 Non-Electric Computers and is also changing from 3 credits to 2 credits.

Reason

The need for students to take the pre-requisite is to better prepare them for the content and the change in credits is a reflection of the course assignments. Please see syllabus.

Head of ECE